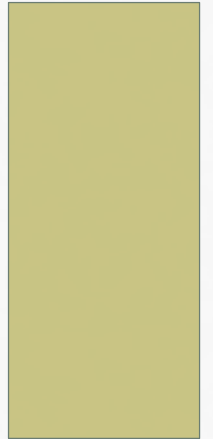


TOP EMPLOYEE HANDBOOK MISTAKES

MIKE BONDS, JENNIFER ELKINS
OFFICE OF PERSONNEL MANAGEMENT



COMMON HANDBOOK ERRORS

- **Neglecting Employment at Will**
- **Not Reviewing with Legal**
- **Not Including Information about Reporting Harassment and Discrimination**
- **Letting Your Handbook Get Outdated**
- **Inconsistencies**

COMMON HANDBOOK ERRORS

- **Relying on Another Agency's Handbook**
- **Not Having a Disclaimer**
- **Failing to Verify that Everyone Has a Copy**
- **Using Absolute Words**
- **Confusing Wording**
- **No Drug/Violence/Computer Policy**

QUESTIONS?